

***Lafayette County Human Services
Board Meeting Minutes
Monday, January 14, 2013***

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Sherry Crist, David Hammer, Richard Roelli, Leon Wolfe (Brandee Blaine, Gerald Heimann and Connie Hull were excused)

LCHS staff present: Janet George, Kristine Brunkow, Shane Schuhmacher

1. CALL TO ORDER

- A. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- B. Motion by Leon Wolfe, second by Sherry Crist to approve the agenda as posted; carried.
- C. Motion by Leon Wolfe, second by Richard Roelli to approve the minutes of the December 10, 2012 meeting as printed; carried.

2. PUBLIC COMMENTS

- A. No public comments were submitted.

3. FISCAL REPORT

- A. Janet George reported a couple of unusual payments this month for LCHS: Lafayette County Health Dept. has two months of CSP nursing; Country Care, Peggy Raab and Upland Point all had some charges for diversions; and while it doesn't show as a payment, the DHS Institutional Account was fairly high at \$40,112 for the month of November.
- B. Ms. George stated LCHS is currently \$70,461 under budget for regular operations and \$22,989 under budget for the Children's Institutional Account, or a total of \$93,450 under budget. This number should not change very much. As far as Ms. George is aware, there is roughly \$12,600 in late charges that were received too late to be paid with the January accounts payable; plus the December DHS Institutional charges. The average cost per month has been under \$20,000 for the State Institutions and she estimates the costs will be roughly \$25,000. LCHS should collect another \$30,000-\$40,000 in revenues; and if her estimates are correct, then LCHS will end 2012 between \$85,000 and \$100,000 under budget.
- C. Ms. George reported the only unusual payment for Aging this month is \$23,360 to SUN; which has been charged to 2013. Ms. George estimates only three outstanding 2012 invoices; Lafayette County Health Dept.; Alzheimer Association and Lafayette County Highway. These three invoices should total between \$3000 and \$4000. As of today; Aging is nearly \$37,000 under budget. Ms. George estimates Aging should end 2012 between \$25,000 and \$35,000 under budget.

4. APPROVAL OF EXPENDITURES

- A. Motion by Sherry Crist, second by Leon Wolfe, to approve the LCHS vouchers as scheduled; carried.
- B. Motion by Sherry Crist, second by Leon Wolfe, to approve the Aging Unit vouchers as scheduled; carried.

5. OVERVIEW OF BEHAVIORAL HEALTH UNIT AND PROGRAMS

- A. Shane Schuhmacher presented a PowerPoint overview of the Behavioral Health Unit outlining Outpatient Clinic (DHS 35 and DHS 75); Community Support Program (DHS 63); and Emergency Mental Health Crisis (DHS 34) Programs. Mr. Schuhmacher reviewed the required staff and roles needed to operate the programs; and, the need for qualified, licensed staff.

6. PERSONNEL

- A. Discussion and possible action regarding Mental Health Coordinator Position-LCHS is currently advertising for one new Mental Health Coordinator Position. A discussion followed regarding the feasibility of creating another new Mental Health Coordinator position. The Board requested this item be put on the February agenda for further review.
- B. Discussion and possible action regarding AODA Counselor Position-Mr. Schuhmacher indicated the candidate chosen for the AODA Counselor Position declined the position. For the time being; LCHS will continue to contract for this position and will look at re-advertising for the position in February.
- C. Discussion and possible action regarding Behavioral Health Manager Position-Mr. Schuhmacher indicated Christine Kelly has submitted her resignation; her last day of work will be January 18, 2013. Mr. Schuhmacher requested to fill the vacancy.

Motion by Leon Wolfe, second by Sherry Crist to fill the vacated Behavioral Health Unit Manager position and forward to Human Resources for their approval; carried.

- D. Discussion and possible action regarding Behavioral Health Unit Job Descriptions-Mr. Schuhmacher is requesting to revise the Behavioral Health Unit Manager's job description.

Motion by Leon Wolfe, second by Richard Roelli to approve the revised Behavioral Health Unit Manager's job description as proposed; carried.

7. DIRECTOR'S COMMENTS

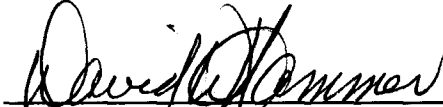
- A. Employee Comp and Overtime Report- The total hours for comp time for the period of November 26, 2012 to December 31, 2012 for LCHS was 13.90 hours and the total overtime hours was 22.00 hours.


Mr. Schuhmacher presented a three year overview of the agency's comp/OT.

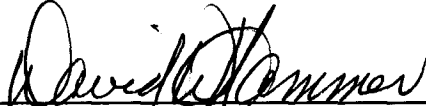
8. ADJOURN


- A. The next meeting was set for **Monday, February 11, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- B. The meeting was adjourned by Chair David Hammer at 7:30 p.m.


Reviewed by  2-11-13
Shane Schuhmacher, Director Date

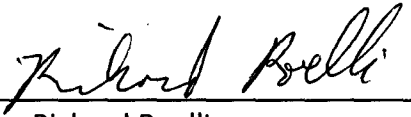
Brandee Blaine

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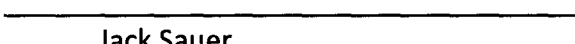
Sherry Crist

Sherry Crist


David Hammer

David Hammer

Gerald Heimann

Gerald Heimann

Connie Hull

Connie Hull

Richard Roelli

Richard Roelli

Jack Sauer

Jack Sauer

Leon Wolfe

Leon Wolfe